

## City of Fort Worth, Texas

### Job Description

<b>Classification Title</b>	Signal Systems Crewleader		
<b>Job Code:</b>	ST5480	<b>Job Family:</b>	Service Trades
<b>Pay Grade:</b>	510	<b>Date Created:</b>	12/31/15
<b>FLSA Status:</b>	Nonexempt	<b>Date Revised:</b>	03/03/16

#### GENERAL SUMMARY

Performs maintenance, installation, construction and repair of traffic signals and associated systems. Assigns, assists and trains and oversees the work of subordinate staff.

#### ESSENTIAL DUTIES & RESPONSIBILITIES

*The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Incumbents may be requested to perform job-related tasks other than those specifically presented in this description.*

1. Prioritize, assign, lead, review and participate in the work of subordinate employees responsible for traffic signals and street lighting systems.
2. Assist in establishing schedules and methods for providing service and maintenance to signal and street lighting systems; identify resource and material needs; review needs with appropriate management staff; allocate resources accordingly.
3. Participate in the development of policies and procedures; monitor work activities to ensure compliance with established policies and procedures; make recommendations for changes and improvements to existing standards and procedures.
4. Monitors and evaluates the quality, responsiveness, efficiency and effectiveness of traffic signals.
5. Assist in the implementation of goals and objectives; implement approved policies and procedures.
6. Perform the more technical and complex tasks of the work unit including monitoring of safety practices and procedures.
7. Assist subordinate employees in locating and repairing troubles in traffic signals, controllers, electrical signal contractors, transformers and other electrical apparatus.
8. Program traffic signal controllers and detection of systems; monitors and programs all communications and signal systems.

9. Coordinates all underground signal systems with electric, gas, water, and phone contractors to reduce risk of damage.
  10. Assist in the evaluation and analysis of older signal systems; replace old systems with modern systems.
  11. Participate in employee training; work with subordinate employees to correct deficiencies; implement discipline procedures.
  12. Prepare reports on operations and activities.
  13. Read and interpret blue prints for the installation of traffic signals.
  14. Provides on-call and emergency call-back duty.
  15. Performs other related duties as required.
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16. Adheres to assigned work schedules as outlined in the Department and City attendance policies and procedures; ensures all behaviors comply with the City's Personnel Rules and Regulations.

### **KNOWLEDGE, SKILLS & ABILITIES**

- **Knowledge of:**
  - Electronic systems associated with signal light systems.
  - Rules and regulations related to the installation of electrical lines and underground cables.
  - Methods and techniques of utilizing traffic and street light equipment and tools.
  - Principles of supervision, training and performance evaluation.
  - Pertinent Federal, State and local laws, codes and regulations.
  - Safety procedures and practices.
- **Skill in:**
  - Planning and prioritizing.
  - Observation and decision-making.
  - Organization and time management.
- **Ability to:**
  - Apply knowledge to signal light systems.
  - Communicate clearly and effectively, both orally and in writing.
  - Install poles, pole line hardware, electrical lines, underground cables and equipment.
  - Read and interpret electrical schematics and blueprints.
  - Locate and correct defects in electrical systems and equipment.
  - Establish and maintain an effective working relationship with other employees and the general public.
  - Operate equipment efficiently and effectively.
  - Organize and review the work of subordinate employees.
  - Train subordinate employees.
  - Interpret and explain City policies and procedures.
  - Prepare clear and concise reports.
  - Establish and maintain effective working relationships.
  - Operate a computer and software systems.

## **MINIMUM JOB REQUIREMENTS**

High School diploma/GED supplemented by specialized training in electrical installation and repair or a related field and four years of responsible experience in electronics and/or electric wire installation and maintenance.

## **OTHER REQUIREMENTS**

Valid Texas Class "A" Driver's License at the time of hire.  
International Municipal Signals Association (IMSA) Level I at the time of hire and Level II within six (6) months of employment.

## **WORKING CONDITIONS**

*The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Depending on assignment, positions in this class typically require touching, talking, hearing, seeing, grasping, standing, stooping, kneeling, crouching, reaching, walking and repetitive motions.

## **PHYSICAL DEMANDS**

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Medium work – Depending on assignment, positions in this class typically exert up to 50 pounds of force occasionally, up to 20 pounds of force frequently, and/or a negligible amount of force constantly having to move objects.